The Constitution and Canons

of

The Diocesan Synod

of

Western Newfoundland

Enacted by Synod, September 27th - 30th , 2001
(Revised, May 12th, 2005; May 25th, 2006, April 28th, 2007;
April, 2014; April, 2016)

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NOTE

In the Constitution and Canons of the Diocese of Western Newfoundland, an *ex officio* member of a committee has a right to attend, speak, and vote at meetings of that committee

CHAPTER 1(April 2014)

THE SYNOD

1. The Synod shall consist of

   1.1 The Bishop of the Diocese;

   1.2 The duly licensed Bishops, priests, and deacons, and such other persons as may be licensed by the Bishop to perform salaried work in the Diocese;

   1.3 The lay delegates, including youth delegates, duly elected;

   1.4 The Chancellor of the Diocese, or, in his or her absence, the Vice-chancellor;

   1.5 The President of the Licensed Lay Ministers' Association, or designate; and

   1.6 Diocesan President of Anglican Church Women, or designate.

2 Beginning in 2008, and every second year thereafter, a regular Synod session shall be held in the Corner Brook Area, at a time and venue which the Synod Executive shall decide.

   2.1 The Bishop shall, upon requisition signed by six clergy and six lay synod delegates, summon a special Synod session for any purpose stated in the requisition which shall be consistent with the objects and/or duties of Synod.

   2.2 The Secretary of Synod, or other person authorized by the Bishop or the Synod Executive, shall give to the clergy and lay Synod delegates at least one month's notice of any regular, electoral or special Synod session.

3. The following rules shall determine which lay members of any Parish shall have the right to vote at any regular, special or electoral session of Synod:

   3.1 Every Parish shall elect three (3) voting lay delegates, at least one of whom shall be of the age group 16 to 25 inclusive, and all of whom shall be duly qualified by sections 6 and 7 of Chapter 3**.**

   3.2 Every Parish shall elect three (3) substitute lay delegates, at least one of whom shall be of the age group sixteen (16) to twenty-five (25) years inclusive. Such substitutes shall, in order of election, take the place of regular lay delegates who, for any reason, are unable to attend the session or sessions of Synod during the period for which they are elected, and such substitutes shall be and continue to be members of Synod and eligible for election to standing committees of Synod for the duration of the elected term.

   3.3 Every lay person shall be eligible for election as a delegate to Synod for only two (2) consecutive terms. A term of Synod consists of two (2) years.

   3.4 Following two (2) consecutive terms no lay person shall be eligible for election as a delegate to Synod until one regular session of Synod has been completed, unless

the Bishop deems it appropriate to waive this prohibition; provided, for greater certainty, that a term of office of any elected lay delegate to Synod shall run from the first day of the first regular session of Synod convened after his/her election until midnight of the day preceding the convening of the next regular Synod session.

3.5 After any consecutive regular Synod session at which a lay person may have the right to vote and until midnight of the day before the next regular Synod session convenes, that person shall continue to serve on any standing committee of Synod to which he/she has been elected.

3.6 If a special or electoral Synod session is convened after any regular Synod session at which a lay person may have the right to vote and before the next regular Synod session convenes, that person shall have the right to attend and vote at that special or electoral session of Synod.

4. The Rector or Chair of the meeting at which an election of lay delegates to Synod and substitute lay delegates is held shall immediately after the election advise the Secretary of Synod of the names of the delegates and the substitutes elected, and, subsequently any changes.

5. The clergy and lay delegates from each Parish shall report fully to their Parish Council and congregations on the actions of Synod."

6. The clergy and lay delegates from each parish shall report fully to their Parish Council and congregations on the actions of Synod.

7. The Bishop is the Chair of Synod. The Synod shall, at the beginning of each session of Synod, elect a Co-Chair who shall share the chairing of that Synod session. Every member of Synod shall be eligible for election as Co-Chair.

8. A quorum of Synod at its meetings shall consist of the Bishop and not less than fifty percent of the clerical and fifty percent of the lay delegates.

9. The minutes of the proceedings of the last session of the Synod shall be read and certified by a committee consisting of the Bishop, the secretaries of that session and the Chancellor, and shall be confirmed at the first meeting of the next regular session of Synod.

10. The Synod shall be organized in three orders: the Order of Bishop, the Order of Clergy, and the Order of Laity.

10.1 The Order of the Bishop shall consist of the Bishop of the Diocese.

10.2 The Order of the Clergy shall consist of the duly licensed priests and deacons of the Diocese, and the duly licensed bishops of the Diocese, except the Bishop of the Diocese.

10.3 The Order of Laity shall consist of all other members of Synod.

11. At the beginning of each Synod two secretaries, who shall keep minutes of all proceedings of the Synod, shall be elected.
    11.1 Clerical Secretary by the Order of Clergy from their number, and
    11.2 Lay Secretary by the Order of Laity from their number.

Members of the Church, not being members of the Synod, may be present at meetings of the Synod, subject to the discretion of the Chair.

CHAPTER 2 (April 2016)

THE SYNOD EXECUTIVE

1. The Synod Executive shall consist of:
   - 1.1 The Bishop, any Coadjutor or Assistant Bishop, the Archdeacon, the Dean of the Diocese, the Co-Chair of the Synod, the Chair of the Diocesan Finance and Property Committee and the Chair of the Diocesan Program Committee;
   - 1.2 The Chancellor, or, in the Chancellor's absence, the Vice-Chancellor;
   - 1.3 Members-at-large elected as follows:
     - 1.3.1 From each of the Deaneries, one (1) clerical member and three (3) lay members elected at a regular Synod session respectively by the clerical delegates to Synod and the lay delegates; plus
     - 1.3.2 Two (2) lay members of the age group 16-25 years, inclusive, elected at a regular Synod session by the voting lay delegates to Synod in the same age group.

1.A. A membership term of any person elected to Synod Executive shall be two (2) years. After a person has served for two (2) consecutive two-(2)-year terms, that person shall not be eligible for election as a member of the Synod Executive until one (1) year has elapsed, unless the Bishop deems it appropriate to waive this prohibition; provided, for greater certainty, that a term of office of any elected member of the Synod Executive shall run until midnight of the day preceding the convening of the next regular Synod session after the regular Synod session during which he/she is elected.

2. In accordance with the requirements of Sub-section 1.3 and Section 1.A, the Bishop shall fill any vacancy which occurs in the elected membership of the Synod Executive.

3. Any elected member of the Synod Executive who misses three (3) consecutive meetings of the Synod Executive without adequate reason shall be contacted to determine if he or she wishes to continue as a member of the Synod Executive.
4. The members of the Synod Executive listed in 1.1 will form the Synod Executive Working Group which shall:
   - 4.1 After each meeting of the Synod Executive, perform the duties the Synod Executive assigns, and
   - 4.2 Conduct routine business between meetings of the Synod Executive, and
   - 4.3 Maintain an accurate record of its meetings and report to the next meeting of the Synod Executive.

5. The Bishop is the Chair of the Synod Executive. The Co-Chair of the Synod is the Co-Chair of the Synod Executive.

6. One half of the membership of the Synod Executive shall constitute a quorum.

7. The Synod Executive membership will meet at least quarterly but may be convened at any time, either

    7.1 by the Bishop or Co-Chair, or
    7.2 by the Bishop or Co-Chair at the written request of any four (4) members of the Synod Executive, provided notice of such meeting, with its purpose, is given at least one week previously.

8. The Synod Executive shall maintain an accurate record of its meetings.

9. When the Synod is not in session, the Synod Executive shall:
    9.1 Perform the duties of the Synod and exercise the powers thereof;
    9.2 Deliberate and decide upon policy matters;
    9.3 Approve a strategic plan for the Diocese, and overall budgets;
    9.4 Approve an annual Diocesan Budget and assess each parish as required;
    9.5 Review progress and authorize planning and programming for the life of the church;
    9.6 Establish paid positions for the efficient management of the business of the Diocese;
    9.7 Appoint another firm of auditors, if the firm of auditors appointed by the Synod shall be unwilling or unable to act;
    9.8 Control all assets and financial affairs of the Synod, and
    9.9 During the vacancy of the See,
        9.9.1 Appoint the Assistant Bishop, or, if there be none, a member of the Synod Executive in priest's orders, as Diocesan Administrator, to act until the installation of the Diocesan Bishop.
        9.9.2 Subject to the decision of the Diocesan Administrator not to preside at the Electoral Synod, either invite the Metropolitan or other Bishop to preside at the Electoral Synod or elect a priest from among the members to chair the Electoral Synod.

10. The Synod Executive shall
    10.1 When necessary, recommend to Synod constitutional and canonical amendments,
    10.2 Report to Synod on the state of the Diocese and submit strategic policy proposals;
    10.3 At each regular session of Synod, submit a report of its proceedings for the previous year, which will include the Auditor's Report and the Audited Financial Statements
    10.4 Nominate members of the Corporation of Queen's College, according to Section IV of the Constitution of the Corporation of Queen's College.
    10.5 Appoint a staff person to be a member of Joint Committee, according to Section 4, sub-section (4) of Canon 20.
    10.6 Appoint such members of the Anglican Joint Investments Committee as the

Joint Committee shall from time to time deem necessary.

10.7 Designate the financial institution(s) to be used by the Synod, and the signing officers therefore, as from time to time it may deem necessary.

10.8 Determine the financial year of the Synod.

10.9 Manage all assets and financial affairs of the Synod, and arrange for collective property and liability insurance for the Diocese and require all Parishes and other Church entities to pay their proportionate share of the premium

10.10 Divide the Diocese into regions known as Deaneries. It shall establish and alter the boundaries of the Deaneries in consultation with those affected.

11. For the effective discharge of the duties, the Synod Executive shall appoint:

11.1 A Property Committee

11.2 A Finance Committee

11.3 i*n lieu* of the foregoing, a Finance-Property Committee

11.4 A Compensation and Human Resources Committee

11.5 A Synod Agenda Committee

11.6 A Planning Committee

11.7 A Program Committee

11.8 A Killdevil Camp and Conference Centre

11.9 A Diocesan Archivist, and

11.10 A Book Room Committee

12. The Synod Executive may appoint other sub-committees and delegate to them specific duties and responsibilities.

13. The Bishop will be a member *ex officio* of every committee established by the Synod Executive in the Constitution and Canons of the Diocesan Synod of Western Newfoundland, and as *ex officio* member of a committee has a right to attend, speak, and vote at meetings of that committee.

14. The Synod Executive shall promptly fill every vacancy on any of the committees it appoints.

15. The Synod Executive may seek resource persons to complete its work.

CHAPTER 3 (April 2016)

THE PARISH

1. In order to provide for effective ministry throughout the diocese, the Synod Executive shall establish and set, and from time to time review, the boundaries thereof.

2. A parish shall consist of one or more congregations of Anglicans.

3. The governing body of the congregation shall be the Vestry. The governing body of the parish shall be the Parish Council. If a parish shall have only one congregation, the vestry shall perform all functions of a parish council. If a parish shall have more than one congregation, the parish council shall perform the function of the vestry in any congregation where there is no vestry.

4. The Bishop will appoint parish clergy in accordance with Canon 18.

5. Any Anglican of the full age of sixteen years who has, through worship and stewardship, exercised his or her church membership in that particular congregation shall be eligible to vote at any congregational meeting and, subject to Section 18 of Chapter 1, to be elected to any office.

6. A person shall be eligible for election or appointment to the same parish office for only three consecutive years, except with the permission of the Bishop.

   6.1 Parish offices include co-chairs, churchwardens, secretaries, treasurers, chairs of committees, *Synod delegates* and members elected to Parish Council.

7. The Rector may, or the Rector at the written request of at least fifteen (15) voting members of the congregation, shall, call a congregational meeting and at least seven days notice shall be given by announcement at divine service or through regular channels of communication used in the parish. If there be no Rector, meetings may, or at the written request of fifteen (15) members of the congregation, shall, be called by the Co-Chair or the Churchwardens, and the Regional Dean shall be notified.

8. The Rector shall, unless the Bishop or the Synod Executive approves otherwise, convene an annual congregational meeting on or prior to March 31 each year. At least fourteen (14) days notice shall be given to members of the congregation by announcement at divine service or through regular channels of communication used in the parish. If there be no Rector, the Co-Chair or the Churchwardens shall convene the meeting and the Regional Dean shall be notified.

   8.1 The agenda shall include a report on the church's life at all levels in the preceding year, acceptance of plans for the current year through a proposed program including a budget, and discussion thereon, and such elections and nominations as are required of the congregation.

8.2 The Rector shall appoint a churchwarden, and the members present at the annual congregational meeting shall elect a churchwarden, to serve until the next annual meeting. If the Rector declines or neglects to appoint a churchwarden at this meeting, the members of the congregation present shall elect both churchwardens for the ensuing year. If the members of the congregation shall neglect at this meeting to elect a churchwarden, the Rector shall appoint two churchwardens for the ensuing year. The churchwarden's duties are outlined in Section10 of this Chapter.

8.3 The meeting shall elect a Secretary, a Treasurer, a member to the Parish Council if there be more than one congregation in the parish, and the chairs of such committees of the vestry as it decides to establish for the current year.

8.4 The meeting may elect up to four other persons to serve on the Vestry.

8.5 If there be more than one congregation in the Parish, the meeting shall nominate to the Parish Council certain of its members for election as lay delegates to the Synod.

9. The membership of the Vestry shall consist of the Rector, other ordained or commissioned staff, the Churchwardens, the Treasurer, the Secretary, the committee chairs elected at the annual congregational meeting, and Lay Delegates to the Synod who are members of the congregation, the congregation's representative on the Parish Council, and any other persons elected as members of the Vestry at the annual congregational meeting.

9.1 The Rector is the Chair of the Vestry. It shall elect a Co-Chair who shall share the chairing of meetings of the Vestry for the current year. Every member of the Vestry is eligible for elections as Co-Chair.

9.2 The Vestry shall meet at least four (4) times a year. Meetings shall be called by the Rector, or by the Rector at the written request of at least five members of the Vestry. If there be no Rector, the Co-Chair or the Churchwardens shall convene the meeting, and the Regional Dean shall be notified.

9.3 The duties of the Vestry shall be:

9.3.1 To prepare the agenda for the annual congregational meeting in accordance with the provisions of this Chapter,

9.3.2 To appoint a nominating committee to prepare a slate of persons who are willing to serve in the offices to which the annual congregational meeting elects or nominates its members;

9.3.3 To maintain active communication with the organizations in the congregation.

9.3.4 To see that all churches, rectories and other church property that are the responsibility of the congregation, are maintained in good condition and properly insured.

9.3.5 To request the Parish Council to make application to the Synod Executive, in the form prescribed, for the permissions required in Section 12 of this Chapter.

9.3.6 To provide for all aspects of church life in the congregation through

committees, of which the Rector shall be a member *ex officio*.

9.4 In order to fulfill its responsibilities for life in the congregation, the Vestry shall appoint one or more committees to perform the following duties:

9.4.1 Worship: The duties of the Worship Committee shall be to make recommendations concerning the forms of worship, the music, and the participation by members of the congregation.

9.4.2 Education: The duties of the Education Committee shall be to develop and implement a Christian Education program for the children, youth, and adults of the congregation.

9.4.3 Outreach: The duty of the Outreach Committee shall be to provide a program of information and action to enable the congregation to participate responsibly in matters of social concern and in the mission outreach of the church locally and throughout the world.

9.4.4 Finance: The duties of the Finance Committee shall be to prepare and implement the budget, oversee the accounting, and consider all the financial matters of the congregation.

9.4.5 Property: The duty of the Property Committee shall be to maintain all church property in the congregation: buildings, land, and cemeteries.

9.4.6 Stewardship: The duty of the Stewardship Committee shall be to implement the Diocesan Stewardship education program and other Diocesan stewardship initiatives.

10 The duties of Churchwardens shall be:

10.1 To advise the Rector of matters requiring attention;

10.2 To advise the Bishop of concerns pertaining to the suitability and performance of parish clergy;

10.3 To share with the Rector overall responsibility for all aspects of Church life, including those set out in section 9.4.

11. The membership of the Parish Council shall consist of the Rector, other ordained or commissioned staff, the Churchwardens, the congregational treasurers, one member elected by each congregation at its annual congregational meeting, and the lay delegates to Synod.

11.1 The officers shall be the Rector, who shall be Chair, the Co-Chair, and the Secretary, elected from the membership of the Parish Council, and the Treasurer, who may be elected from or appointed by the Parish Council. An appointed Treasurer shall be *ex officio* a member of the Parish Council.

11.2 The Parish Council shall meet no later than March 15th to elect the officers and to elect from among the nominees chosen by the congregation(s) at the annual meeting(s) the lay delegates to the Synod and their substitutes. The Parish Council shall meet at least three other times each year.

11.3 Meetings shall be called by the Rector, or by the Rector at the written request of at least five members of the Parish Council. If there be no Rector, the Co-Chair or the Churchwardens shall convene the meeting, and the Regional Dean shall be notified.

11.4 The duties of the Parish Council shall be:

11.4.1 To consult with the Bishop on any change in clergy positions and on the appointment of parish clergy, pursuant to Canon 18;

11.4.2 To develop and implement the parish budget;

11.4.3 To set each congregation's proportion of the parish budget;

11.4.4 To remit, on at least a quarterly basis, the Diocesan assessment, ensuring full payment by the end of each year;

11.4.5 To implement decisions of the Synod;

11.4.6 To deal with matters referred to it by its Vestries, the Deanery, or Diocesan committees;

11.4.7 To deal with other matters which affect the life of the parish;

11.4.8 To ensure, where there is more than one congregation in the parish, that all rectories, and other common properties, are maintained in good condition and properly insured;

11.4.9 To make application to the Synod Executive, in the form prescribed, for the permission required in Section 12 of this Chapter;

11.4.10 To develop a strategic plan for the parish that is consistent with the strategic plan of the diocese;

11.4.11 To ensure, together with the Rector, that full and correct registers of baptisms, confirmations, marriages, and burials, within the parish, are maintained;

11.4.12 To ensure, together with the Rector, that non-current parish records are deposited with the diocesan Archivist, unless the Archivist directs otherwise;

11.4.13 To ensure, together with the Rector, that the annual statistical and financial returns are completed and returned, as requested by the diocese; and

11.4.14 To ensure, together with the Rector, that a current parish membership list is maintained.

12. The prior approval of the Synod Executive shall be required before the parish and/or congregation shall:

12.1 Incur any debt from the Diocesan Loan Fund or any financial lending institution;

12.2 Undertake any property expenditure exceeding a cost to be determined from time to time by Synod Executive; and

12.2 Buy, sell, or lease any property.

13. When it shall be deemed advisable to consider a new form of parish organization in one or more areas of the diocese, and when application for such alternative organization has been received by the Bishop, the Bishop may, with the concurrence of the Synod Executive, implement it in accordance with regulations which the Bishop and the Synod Executive shall determine.

CHAPTER 4 (April 2016)

THE DEANERY AND REGIONAL DEANS

1. The Synod Executive shall divide the Diocese into regions known as Deaneries. It shall establish and alter the boundaries of the Deaneries in consultation with those affected.

2. The Bishop, after consultation with the Clergy of the Deanery, shall appoint a Regional Dean for each Deanery who shall hold office for a term of two years. Such appointments may be renewed.

3. The duties of the Regional Dean shall be to:
   - 3.1 Maintain regular contact with all Clergy and Parishes in the Deanery;
   - 3.2 Assist new Clergy to the Diocese who reside within the Deanery;
   - 3.3 Convene and chair quarterly meetings of the Clergy in the Deanery who are licensed by the Bishop to work in the Diocese;
   - 3.4 Provide to the Bishop a written report of meetings of the Deanery Clergy and other Deanery events
   - 3.5 Arrange, in consultation with the Clergy of the Deanery, and chair events for Laity and/or and Clergy in the Deanery, to deal with matters deemed important to the Diocese and/or Parishes, or matters referred by the Synod, the Synod Executive, Planning or Program Committees, or Parish Councils;
   - 3.6 Provide, under the authority of the Bishop, for the administration of the Holy Eucharist and other Divine Services in Parishes within the Deanery which have no Incumbent;
   - 3.7 Attend, or designate another clergy within the Deanery to attend, any meetings of Vestries/Parish Councils in Parishes within the Deanery which have no Incumbent;
   - 3.8 Serve as Canons of the Cathedral in accordance with Canon 10; and
   - 3.9 Perform such other duties as may be assigned by the Bishop.

CANON 1

CONDUCT OF A SESSION OF SYNOD

1. The business of each session of Synod shall be conducted in the following order:
   - 1.1 Prayer
   - 1.2 Report on Quorum
   - 1.3 Election of Co-Chair and Secretaries of current session of Synod
   - 1.4 Confirmation of the minuets of the previous session of Synod
   - 1.5 Appointment of Committees for the current session of Synod
   - 1.6 General business.

2. The general business of each session of Synod shall include the following:
   - 2.1 Reports
   - 2.2 Notices of motion
   - 2.3 Elections of
     - 2.3.1 Delegates to General Synod (Canon 4)
     - 2.3.2 Delegates to Provincial Synod (Canon 4)
     - 2.3.3 Members of Joint Committee (Section 4.2 and 4.3 of Canon 20)
     - 2.3.4 Members of the Synod Executive (Chapter 2, sub-section 1.3)
   - 2.4 Appointment of Auditors
   - 2.5 Motions
   - 2.6 Other business.

3. Rules of Conduct:
   - 3.1 Any member about to speak, shall rise, identify him/herself and address the Chair;
   - 3.2 No member shall speak on the same motion more than twice or more than ten minutes at one time without permission of the Chair; the Chair may speak at any time;
   - 3.3 A member called to order while speaking shall sit down, unless permitted to explain;
   - 3.4 The Chair shall decide all questions of order;
   - 3.5 No motion, other than a motion in course, shall be considered as before the Synod unless seconded and reduced to writing. A motion seconded and reduced to writing may not then be withdrawn without the consent of the Synod;
   - 3.6 Except for a motion proposed by the Bishop, a motion proposed by a committee or a motion in course:
     - 3.6.1 No motion shall be considered by Synod unless notice of motion thereof shall have been given on some day preceding such consideration; and
     - 3.6.2 If notice of motion has not been given to the Synod Executive before the printing of the convening circular, then, if any member objects, it shall be considered only with the consent of Synod.

3.7 Motions dealing with expenditures which result in increased expenditure by the Diocese, shall be submitted to the Synod Executive before being considered by Synod.

3.8 Motions of which notice has been given in the convening circular shall have precedence.

3.9 A motion, of which a member has given notice, may be taken up by any other member as if that other member had given the notice.

3.10 Each member shall have the right to require, once, at any period of the debate, that the motion under discussion be read for information.

3.11 When a motion is under consideration, no other motion shall be received unless to adjourn or to postpone, commit or amend it; and motions for any of these purposes shall have precedence in the order here named.

3.12 A motion to adjourn or table shall be decided without debate.

3.13 An amendment shall be disposed of before the original question or motion is put to the Synod.

3.14 When an amendment is under consideration, no new amendment shall be received until the former has been disposed of; but a substitute for the whole may be moved with the permission of the Synod. No amendment to an amendment or an amendment to such substitute shall be in order. If the substitute fails, then the original motion and the amendment to it shall be before the Synod as if the substitute had never existed.

3.15 A question once determined shall not again be drawn into discussion in the same session, without the sanction of the Synod.

3.16 When the Chair calls for a vote on a motion, all members present shall be required to vote and no member shall retire until such motion is disposed of.

3.17 Unless a vote by order is called for, a majority of the combined orders of clergy, and laity and the approval of the Bishop of the Diocese shall be necessary for an affirmative decision.

3.18 If at least five (5) members of Synod request that a vote be taken in each order, the vote shall be so taken.

3.19 When a vote in each order is taken, a majority of each order shall be necessary for an affirmative decision.

3.20 In voting, if a division is called for, those who vote in the affirmative shall rise first, and then those who vote in the negative; voting shall be by ballot and the requisition of three clergy or of three lay representatives.

3.21 After a vote by division or ballot, at the request of a member, the number of affirmative and negative votes shall be recorded. If required by a majority of members present, the names of those voting in the affirmative or the negative shall be recorded.

3.22 Any rule for the conduct of the proceedings of a session of Synod may be suspended on a two-thirds vote of each order and with the Bishop’s assent

CANON 2

SYNOD AGENDA COMMITTEE

1. The Synod Agenda Committee shall consist of the Bishop, the Archdeacon, who shall be Chair; a representative of the parish hosting the Synod, as appointed by the Parish Council, and two others.
   - 1.1 At the first meeting of the Synod Executive after the Synod the Bishop shall nominate a minimum of two persons as members of the Synod Agenda Committee. Having considered the nominations of the Bishop, the Synod Executive will appoint two persons to fulfill the membership of the Synod Agenda Committee.
   - 1.2 At any time a member of the Committee may resign.
   - 1.3 At any time the Synod executive may remove a member of the Committee.
   - 1.4 The Synod Executive shall promptly fill any vacancy on the Committee.

2. The Committee shall maintain an accurate record of its meetings.

3. As required, the Chair of the Committee shall report to the Synod Excutive.

4. The Committee may seek resource persons to complete its work.

5. A majority of the Committee will constitute a quorum.

6. The Synod Agenda Committee shall perform the following functions:
   - 6.1 Issue a circular stating
     - 6.1.1 Time and place of holding the session of the Synod;
     - 6.1.2 Business to be done thereat;
     - 6.1.3 Order in which it shall be discussed.

     In consultation with the host parish determine a complete agenda for the fellowship activities of the delegates to Synod.
   - 6.2 During the Synod, advise the Bishop and the Co-Chair on the implementation of the agenda.

7. The Committee will meet as required, but at least quarterly, immediately prior to meetings of the Synod Executive.

CANON 3

NOMINATING COMMITTEE

1. At least thirty (30) days before a session of Synod, the Bishop shall appoint the members of the committee.

2. The membership of the Committee shall consist of the Archdeacon, who shall chair the Committee, and a clerical delegate and a lay delegate from each deanery.

    2.1 At any time a member of the Committee may resign;
    2.2 At any time the Bishop may remove a member of the Committee;
    2.3 The Bishop shall promptly fill any vacancy on the Committee.

3. The Committee shall maintain an accurate record of its meetings..

4. As required, the Chair of the Committee shall report to the Bishop.

5. A majority of the Committee will constitute a quorum.

6. The Committee shall present at the Synod its nominations for election to the following bodies, including alternates, as required:
    6.1 Synod Executive
    6.2 Joint Committee
    6.3 Provincial Synod, and
    6.4 General Synod.

7. The Committee will present, at the beginning of the session of Synod, its nomination for election as
    7.1 Co-Chair of that Synod
    7.2 Clerical Recording Secretary, and
    7.3 Lay Recording Secretary.

8. The Committee will meet as required to complete its mandate.

CANON 4 (April 2014)

REPRESENTATION: GENERAL SYNOD AND PROVINCIAL SYNOD

The Diocesan Synod shall elect representatives to serve as members or substitute members of:

1.1 General Synod, in accordance with the Constitution of General Synod; and

1.2 Provincial Synod, in accordance with the Constitution of the Provincial Synod of the Ecclesiastical Province of Canada.

2. Only persons whose permanent residence is in the Diocese and who, whether as members or substitute members of Diocesan Synod, attend the session of Diocesan Synod at which members or substitute members of General Synod and/or Provincial Synod are to be elected, shall be eligible for election as such members or substitute members; provided that those persons are otherwise eligible to be so elected pursuant to the Constitution of General Synod or the Constitution of Provincial Synod.

2.1 Except as required by sub-clauses 2.2 and 2.3, the Order of Clergy at Diocesan Synod shall separately elect Diocesan Synod's clerical representatives to General Synod and Provincial Synod; and the Order of Laity at Diocesan Synod shall separately elect Diocesan Synod's lay representatives at General Synod and at Provincial Synod.

2.2 By a combined vote of the members present at Diocesan Synod from both Orders of Clergy and Laity, Diocesan Synod shall elect representatives at General Synod whom the Constitution of General Synod entitles Diocesan Synod to elect in addition to those elected under sub-clause 2.1; provided that any such additional representative is a communicant member of The Anglican Church of Canada and at least sixteen (16) years of age upon the opening of General Synod and under the age of twenty-six (26) years upon General Synod's prorogation.

2.3 From its membership, the Order of Laity at Diocesan Synod may separately elect Diocesan Synod`s members of Provincial Synod whom Provincial Synod`s Constitution requires to be between sixteen (16) and twenty-five (25) years of age.

2.4 Any election pursuant to sub-clause 2.1, 2.2 or 2.3 shall be of a number of persons equal to or greater than twice the maximum number of representatives Diocesan Synod shall be entitled to elect pursuant to the Constitution of General Synod, or

required to elect by the Constitution of Provincial Synod. In the sequence of the quantity of votes received by them, those persons who make up the maximum allowable number of representatives shall be deemed elected as members of General Synod or Provincial Synod, as the case may be. Those persons elected who make up the relevant excess number of representatives shall be deemed substitute members, in the sequence of the quantity of votes received by them.

3. Any member or substitute member of General Synod or Provincial Synod elected pursuant to clause 2 shall hold office upon his or her registration at the regular session of General or Provincial Synod for which he or she is elected to represent the Diocese and until midnight of the day before the convening of the next regular session of General or Provincial Synod; provided that, pursuant to the Constitution of General Synod or the Constitution of Provincial Synod, he or she continues to be eligible to hold such office; and further provided that he or she continues to be a member or substitute member of Diocesan Synod or eligible to serve as such under Diocesan Synod's Constitution.

4. It shall be the duty of any member or substitute member elected pursuant to clause 2 who is unable or unwilling to attend a session of General Synod or Provincial Synod to notify the Secretary of Diocesan Synod at least one month before the date of the session. The Secretary shall then seek among the substitute members in order of election a person who is able and willing to attend the session in the place of the first mentioned member.

CANON 5

PROGRAM COMMITTEE

1. At the first meeting of the Synod Executive after the regular session of Synod in 2008, and after each regular session of Synod thereafter, a Nominating Committee comprised of the Bishop, the Archdeacon and the past Chair of the Program Committee, shall nominate a minimum of seven (7) persons as members of the Program Committee.
2. Having considered the nominations of the Nominating Committee, the Synod Executive will appoint seven (7) persons to form the Program Committee and to hold office for two (2) years.
    - 2.1 At any time a member of the Program Committee may resign.
    - 2.2 At any time the Synod Executive may remove a member of the Program Committee.
    - 2.3 The Synod Executive shall promptly fill any vacancy on the Program Committee.

4. From its membership the Program Committee shall elect a Chair, a Vice-Chair, and a Secretary.

5. The Program Committee shall maintain an accurate record of its meetings.

6. The Chair of the Program Committee shall report as required to the Synod Executive.

7. The Archdeacon shall be *ex officio* a member of the Program Committee, and shall convene the first meeting of the Program Committee following its appointment by the Synod Executive, in accordance with paragraph 2 hereof.

8. A majority of the Program Committee shall constitute a quorum.

9. The Program Committee shall perform the following functions:
    - 9.1 Coordinate all plans and programs of diocesan life, including, but not limited to:
        - 9.1.1 Education
        - 9.1.2 Social Action
        - 9.1.3 Outreach
        - 9.1.4 Youth
        - 9.1.5 Family Life
        - 9.1.6 A.C.W.
        - 9.1.7 Men's Groups
        - 9.1.8 Stewardship
        - 9.1.9 Leadership Training
        - 9.1.10 Liturgy and Worship
        - 9.1.11 Ecumenism
        - 9.1.12 Communication
        - 9.1.13 Lay Ministry, including Licensed Lay Ministers
        - 9.1.14 Church camps

9.1.15 Evangelism
9.1.16 Lay Ministry
9.1.17 Children's Ministry, and
9.1.18 Such other areas as the Synod Executive may from time to time assign.

9.2 Maintain liaison with General Synod in areas of program.
9.3 Recommend to the Synod Executive resource allocations for programs, and
9.4 Such other functions as the Synod Executive may from time to time assign.

10. The Committee may seek resource persons to complete its work.

11. The Program Committee shall approve the mandate of every sub-committee of program and shall convene, at least once each hear, a meeting of members of all sub-committees established.

12. The Committee will meet as required, but at least quarterly, immediately prior to meetings of the Synod Executive.

CANON 6 (April 2014)

PLANNING COMMITTEE

1. The members of the Planning Committee shall be the Bishop, who shall be Chair, the Co-Chair of Synod, the Dean of the Diocese, the Archdeacon, the Chair of the Diocesan Program Committee, the Chair of the Diocesan Finance and Property Committee, the Regional Deans, and up to five (5) lay persons appointed by Synod Executive upon recommendation of the Bishop.

2. From its membership, the Planning Committee shall select a Vice-Chair, and a Secretary.

3. The Planning Committee shall maintain an accurate record of its meetings.

4. The Committee may seek resource persons to complete its work.

5. The Chair of the Planning Committee shall report as required to the Synod Executive.

6. A majority of the Committee shall be a quorum for its meetings.

7. The Planning Committee shall perform the following functions:
   - 7.1 Establish a process for strategic planning and review the process annually.
   - 7.2 Develop a strategic plan for the Diocese.
   - 7.3 Review annually the strategic plan and recommend changes to the Synod Executive.
   - 7.4 Recommend to the Synod Executive short-term goals to be included in the annual budget.
   - 7.5 Recommend to the Synod Executive long-term goals for the Diocese and strategies, including time lines and costs, for the attainment of these goals.
   - 7.6 Review any boundary revisions suggested by parishes or deaneries, and make recommendations to the Synod Executive on any changes deemed necessary.
   - 7.7 Review all boundaries every three years and recommend to the Synod Executive any changes deemed necessary.
   - 7.8 Consider alternate models of ministry for particular situations and make recommendations to the Synod Executive, and
   - 7.9 Such other functions as the Synod Executive may from time to time assign.

8. The Committee will meet as required, but at least quarterly, immediately prior to meetings of the Synod Executive.

9. The Planning Committee may establish sub-committees to assist in performing any of its functions.
   - 9.1 The Planning Committee shall appoint members to form any sub-committee it establishes.
   - 9.2 The Planning Committee shall approve the mandate of every sub-committee it establishes.

CANON 7

FINANCE-PROPERTY COMMITTEE

1. At the first meeting of the Synod Executive after the regular session of Synod in 2008, and after each regular session of Synod thereafter, a Nominating Committee comprised of the Bishop, the Archdeacon, and the Past Chair of Finance - Property Committee, shall nominate a minimum of seven(7) persons to be members of the Finance - Property Committee.

    1.1 Having considered the nominations of the Nominating Committee, the Synod Executive will appoint seven (7) persons to form the Finance - Property Committee and to hold office for two (2) years.
    1.2 At any time a member of the Finance- Property Committee may resign.
    1.3 At any time the Synod Executive may remove a member of the Finance-Property Committee.
    1.4 The Synod Executive shall promptly fill any vacancy on the Finance-Property Committee.

2. From its membership the Finance-Property Committee shall select a Chair, a Vice-Chair and a Secretary. The Finance-Property Committee shall maintain an accurate record of its meetings.

3. The Chair of the Finance-Property Committee shall report as required to the Synod Executive.

4. The Archdeacon shall be *ex officio* a member of the Finance-Property Committee, and shall convene the first meeting of the Committee following its appointment by the Synod Executive.

5. The Committee may seek resource persons to complete its work.

6. A majority of the Finance-Property Committee will constitute a quorum for its meetings.

7. The Finance-Property Committee shall perform the following functions:
    7.1 Review all applications for renovation, acquisition, sale, or lease of property, and make recommendations to the Synod Executive.
    7.2 Review all applications for funding from the Diocesan Loan Fund, and grants-in-aid, and make recommendations to the Synod Executive.
    7.3 Review the annual statements of the Synod with the Auditor and report to the Synod Executive before they are presented to the next session of Synod.

8.4 Ensure that appropriate internal control procedures are in place.
5.5 Review such investments and transactions as the auditor or the Synod Executive may bring to the attention of the committee.
8.6 Recommend Auditors for appointment by the Synod.
8.7 Monitor the implementation of the annual budget, and at each meeting of the Synod Executive, describe significant variances and make recommendations as deemed prudent for the financial health of the Synod.
8.8 As requested, advise the Synod Executive on all financial matters.
8.9 Review the draft of the annual budget with the diocesan staff and recommend it to the Synod Executive.
8.10 Review and recommend to the Synod Executive any revisions deemed necessary to the Canons or Policies of the Synod which relate to property or finance, and
8.11 Such other functions as the Synod Executive may from time to time assign.

8. The Committee will meet as required, but at least quarterly, immediately prior to meetings of the Synod Executive.

9. The Finance-Property Committee may establish sub-committees to assist in performing any of its functions.
   9.1 The Finance-Property Committee shall appoint members to form any sub-committee it establishes.
   9.2 The Finance-Property Committee shall approve the mandate of every sub-committee it establishes.

CANON 7A

COMPENSATION AND HUMAN RESOURCES COMMITTEE

1. At the first meeting of the Synod Executive after the regular session of Synod in 2008, and after each regular session of Synod thereafter, the Bishop shall nominate and the Synod Executive shall meet to appoint, two (2) parish clergy and three (3) lay persons, each of whom shall serve for a two (2) year term as a member of the Compensation and Human Resources Committee (hereinafter in this Canon 7A referred to as 'the committee') to be appointed pursuant to sub-clause 11.4 of Chapter 2 of *The Constitution.*

2. The Bishop and the Archdeacon shall be *ex officio* members of the committee.

3. Immediately following their appointment, the members of the committee, other than the Bishop and the Archdeacon, shall elect from among their membership a Chairperson and a Secretary for the committee.

4. The committee may co-opt additional members from time to time where such so-option may be appropriate to any of its functions.

5. Quarterly in each fiscal year, the committee shall meet on a day in every case at least seven days prior to Synod Executive meetings, and at the latter committee shall report on its deliberations, for which purpose the committee shall keep minutes of its meetings.

6. A quorum for a meeting of the committee shall be a simple majority of its members present, including the Bishop and the Archdeacon, if present, and provided that any quorum shall include at least two (2) lay persons.

7. The committee shall perform the following functions:
   - 7.1 Annually review reports and recommendations for the next fiscal period in respect of compensation scales applicable to clergy and lay employees of the Diocese, and, promptly after Diocesan Synod shall submit to the committee such reports and recommendations (which shall contain comparisons of the Diocese's compensation scales with those of the other two Dioceses of the Province of Newfoundland and Labrador), make to the Synod Executive, in accordance with current policy or process for compensation review, written recommendation for adjustments to compensation scales applicable to clergy and lay employees of the Diocese,
   - 7.2 Before December 31, 2008, and once in every three-year period thereafter, review all human resources policy currently in place in the Diocese, address the need for new or revised human resources policy, and, as deemed appropriate by the committee or the Synod Executive, prepare and propose to the Synod Executive, for its consideration and approval, new or revised policy.

7.3 In particular, but not so as to limit the generality of sub-clause 7.2, undertake before December 31, 2008, and once in every three-year period thereafter, a revision or update of current policy or process in respect of compensation for clergy and lay employees of the Diocese, and subsequently submit to the Synod Executive, for its consideration and approval, a revised or updated compensation policy or process.

7.4 Whenever requested to do so by the Bishop, a designated officer after consultation with the Bishop, or the Synod Executive, provide recommendations to the Synod Executive regarding the application of current Diocesan compensation policy or process to individuals claiming that the policy or process has been or is being incorrectly or inequitably applied; and

7.5 Generally from time to time, and at the request of the Synod Executive, the Bishop, or the Archdeacon, review or provide support to any matter related to compensation and /or human resources.

8. From time to time, and as may be appropriate to any of its functions, the committee may establish task groups and / or sub-committees, and provide guidance to other standing committees of Synod or the Synod Executive.

CANON 8

KILLDEVIL CAMP AND CONFERENCE CENTRE COMMITTEE

1. At the first meeting of the Synod Executive after the regular session of Synod in 2008, and after every regular session of Synod thereafter, a Nominating Committee comprised of the Bishop, the Archdeacon, the Past Chair of the Killdevil Camp and Conference Centre Committee and the past vice-president of the Killdevil Camp and Conference Centre Committee, shall nominate, keeping in mind regional representation, a minimum of nine (9) persons as members of the Killdevil Camp and Conference Centre Committee.

2. Having considered the nominations of the Nominating Committee, the Synod Executive will appoint nine (9) persons to form the Killdevil Camp and conference Centre Committee and to hold office for a term of two (2) years.
   - 2.1 At any time a member of the Killdevil Camp and Conference Centre Committee may resign.
   - 2.2 At any time the Synod Executive may remove a member of the Killdevil Camp and Conference Centre Committee.
   - 2.3 The Synod #Executive shall promptly fill any vacancy on the Killdevil Camp and Conference Centre Committee.

3. From its membership the Killdevil Camp and Conference Centre Committee shall select a Chair, a Vice-Chair, a Treasurer, and a Secretary.

4. The Killdevil Camp and Conference Centre Committee shall maintain an accurate record of its meetings

5. The Chair of the Killdevil Camp and Conference Centre Committee shall report as required to the Synod Executive.

6. The Archdeacon shall be *ex officio* a member of the Killdevil Camp and Conference Centre Committee, and the Bishop or the Archdeacon shall convene the first meeting of the Killdevil Camp and Conference Centre Committee following its appointment by the Synod executive, in accordance with paragraph 2 hereof.

7. A majority of the Killdevil Camp and Conference Centre Committee will constitute a quorum for its meetings.

8. The Killdevil Camp and Conference Centre Committee shall perform the following functions:
   - 8.1 Coordinate all plans and programs relating to Killdevil Camp;
   - 8.2 Recruit and deploy an Executive Director;

8.3 Evaluate the role of the Executive Director and the performance of the incumbent;
8.4 Annually prepare a non-deficit operating budget and monitor its implementation;
8.5 Based on operations of prior years, maintain an ongoing operating plan and monitor its implementation;
8.6 Recommend to the Synod Executive resource requirements not included in its budget;
8.7 Ensure that the facility is maintained to a high standard of cleanliness, safety and repair, having due regard for the preservation of the natural environment;
8.8 No later than February 28th of each year, ;present to the Synod Executive a written report of operations and financial results for the prior calendar year and the budget for the current year;
8.9 Advise the Synod Executive of the efficacy of the Diocesan Synod of Western Newfoundland entering into contract in regard to Killdevil Camp and Conference Centre;
8.10 Operate Church camping programs; and
8.11 Such othetr functions as the Synod Executive may from time to time assign.

9. The Killdevil Camp and Conference Centre Committee may seek resource persons to complete its work.

10. The Killdevil Camp and Conference Centre Committee may establish sub-committees to assist in performing any of its functions.
    10.1 The Killdevil Camp and Conference Centre Committee shall appoint persons to form any sub-committee it establishes.
    10.2 The Killdevil Camp and Conference Centre Committee shall approve the mandate of every committee it establishes.
    10.3 The Killdevil Camp and Conference Centre Committee shall convene at least once each year a meeting of the chairs of all sub-committees established in accordance with subparagraph 10.2 hereof.

11. The Killdevil Camp and Conference Centre Committee will meet as required, but at least quarterly.

12. The prior approval of the Synod Executive shall be required before the Killdevil Camp and Conference Centre Committee shall:
    12.1 Incur any debt from the Diocesan Loan Fund or any financial lending institution.
    12.2 Undertake any property expenditure exceeding a cost to be detyermined from time to time by Synod Executive, and
    12.3 But, sell, or lease any property.

CANON 9 (April 2014)

BOOK ROOM COMMITTEE

1. The Synod shall provide a secure place from which a Diocesan Book Room may provide sales and services to its patrons under the direction of a Book Room Committee established hereby.

2. After every regular biennial session of Synod, a Nominating Committee comprised of the Bishop, the Archdeacon and the outgoing Chair of the Book Room Committee shall nominate a minimum of four (4) persons to serve as members of the Book Room Committee.
3. Having considered the nominations of the Nominating Committee, the Synod Executive shall appoint at least four (4) persons as members of the Book Room Committee. The following rules shall apply to their terms of office:

    3.1 Every member shall hold office for two (2) years; and shall be eligible for re-appointment.

    3.2 At any time, the Synod Executive may without cause remove a member of the Book Room Committee.

    3.3 The Synod Executive shall promptly fill any vacancy on the Committee.

4. The Archdeacon and the Diocesan Treasurer shall be *ex officio* members of the Book Room Committee and shall convene the first meeting of the Committee prior to a Synod Executive meeting but not later than 90 days following the Committee's appointment pursuant to clause 3. At that first meeting, the Book Room Committee shall elect a Chair and a Vice-Chair.

5. The Book Room Committee shall meet as required but at least quarterly. Each meeting shall be convened prior to a Synod Executive meeting. The Book Room Committee shall maintain accurate records of its meetings and shall regularly report to the Synod Executive on the Committee's activities and otherwise on its progress in carrying out its functions assigned by clause 7.

6. A majority of the Book Room Committee shall constitute a quorum for any meeting thereof.
7. The Book Room Committee shall:

7.1 develop the diocesan Book Room so that it provides maximum service to the Church;

7.2 recruit and employ a Book Room Clerk whose duties shall include running the Book
Room's daily retail operations, serving as recording secretary at the meetings of the Committee and such other duties as the Committee shall from time to time prescribe;

7.3 from time to time review the job description of the Book Room Clerk and review the incumbent's performance;

7.4 based on operations of prior years, maintain an ongoing operating plan for the Book Room and monitor its implementation by the Book Room Clerk;

7.5 not later than February 28 each year, present to the Synod Executive a written report of the Book Room's operations and financial results for the prior calendar year; and

7.6 perform such other functions as the Synod Executive may from time to time assign.

8. The Book Room Committee may appoint its members to sub-committees to assist in the performance of the Committee's functions. Every sub-committee so appointed shall follow a mandate the Committee approves.

CANON 10 (April 2014)

THE DIOCESAN CATHEDRAL, DEAN AND CHAPTER

1. The Church of St. John the Evangelist in Corner Brook is the Cathedral of the Diocese of Western Newfoundland.

2. The Rector of the Parish of St. John the Evangelist in Corner Brook is the Dean of the Diocese of Western Newfoundland.

3. The fabric of the Cathedral shall be under the control of the Dean and of the Parish Council of the Cathedral Parish, subject to the Constitution and Canons of the Diocese and all other applicable laws.

4. Subject to clause 5, the Dean shall be responsible for the due and orderly performance of divine service at the Cathedral. The Dean shall be responsible for the execution of all other duties pertaining to the Cathedral, in consultation with the Bishop.

5. The Bishop, as he or she may desire, shall take part in any service held or performed at the Cathedral; and shall have the right to preach at the Cathedral during any service, upon giving the Dean at least one day's notice of his or her intention to do so.

6. The Cathedral Chapter consists of the Bishop, the Dean, the Canons of the Cathedral, the Chancellor and the Archdeacon. The Bishop is the spiritual head of the Cathedral Chapter and shall preside at any meeting thereof. The Chapter shall advise the Bishop on any matter he or she refers to it and shall co-operate with the Bishop in carrying out any decision made for the benefit of the Diocese by him or her alone and/or by the Chapter. The Cathedral Chapter shall keep proper records of its meetings.

7. Subject to clauses 8 and 9, any Regional Dean appointed in accordance with clause 2 of Chapter 4 of the Constitution of the Diocese shall be a Canon of the Cathedral. The Bishop may appoint at pleasure other members of the clergy or laity to serve as Canons of the Cathedral.

8. Subject to clause 9, and after expiration of his or her term of office as a Regional Dean, or if he or she leaves the Diocese permanently before such expiration and prior to retirement from ordained ministry, no member of the clergy may retain the title of Canon of the Cathedral; and no other member of the clergy appointed as a Canon of the Cathedral may retain the title of Canon if he or she leaves the Diocese prior to retirement from ordained ministry.

9. The Dean or Archdeacon who retires from ordained ministry in the Diocese may retain, respectively, the honorific "The Very Reverend" or "The Venerable". A Canon of the Cathedral who retires from ordained ministry in the Diocese may retain the title of Honorary Canon of the Cathedral. Upon such retirement, any of the foregoing ceases to be a member of the Cathedral Chapter.

10. Appropriate services shall be conducted in the Cathedral to install the Dean, the Archdeacon and the Canons in their respective offices.

11. The Archdeacon and every Canon shall preach at the Cathedral at least once a year, at the invitation of the Dean.

CANON 11

ELECTION OF A DIOCESAN BISHOP

1. The Synod shall meet not less than one (1) month but not more than six (6) months after the vacancy of the See, to elect a successor.

2. The Electoral Synod, subject to the constitution, Canons, and rules of Order of the Ecclesiastical Province of Canada respecting the election of a bishop, shall be conducted in accordance with the provisions of Paragraph 3 of Canon 1.

3. The foregoing notwithstanding, the quorum of an Electoral Synod at its meetings shall consist of not less than seventy-five percent (75%) of the clergy and seventy-five percent (75%) of the Lay representatives.

4. Candidates nominated for election to the office of bishop must meet the requirements of the Constitution, Canons, and Rules of Order of the Ecclesiastical Province of Canada respecting the election of a Bishop.

5. With respect to the nomination of candidates for election to the office of bishop, the following will apply:
   - 5.1 Except as provided for in subsections 5.5 and 7.3 of this Canon, all nominations will be written in a form prescribed by the Synod Executive and addressed to the Secretary of the Synod Executive.
   - 5.2 The Secretary of the Synod Executive must receive all written nominations no later than two (2) weeks prior to the meeting of the Synod.
   - 5.3 Precisely three (3) clerical and three (3) lay members of Synod shall support every written nomination, which nomination shall have the consent of the nominee.
   - 5.4 The Chair of the Synod shall present to the members of the Synod the names of all persons so nominated.
   - 5.5 On the first ballot, delegates shall be entitled to vote for eligible persons who have not been nominated in accordance with the foregoing provisions of this paragraph and every such eligible person shall be deemed to have been nominated for purposes of subsequent ballots.

6. Neither discussion of nor debate about the persons nominated shall take place from the floor of Synod.

7. With respect to voting for candidates nominated for election to the office of bishop, the following will apply:
    7.1 The person who receives at least two thirds of the ballots cast by the clergy present and at least two thirds of the ballots cast by the lay representatives present, both groups voting separately, shall be declared elected to the office of Bishop of the Diocese.
    7.2 After each ballot, if the Synod has not elected a Bishop, the person receiving the lowest total number of votes shall be dropped from each succeeding ballot.
    7.3 Having reduced the number of candidates to two, if neither of the candidates obtains the required majority on the next ballot, delegates, on subsequent ballots, may vote for any eligible person and every such person shall be deemed to have been nominated for purposes of subsequent ballots.

CANON 12

THE COADJUTOR OR ASSISTANT BISHOP

1. When the Synod shall consider it desirable, the Synod may elect a Coadjutor Bishop or an Assistant Bishop for the Diocese, in accordance with Canon 11, 3except that the Bishop of the Diocese may either preside or invite the Metropolitan or another Bishop of the Province to preside.

2. The Coadjutor or Assistant Bishop shall perform such Diocesan duties snd exercise such eiscopal authority and functions as the Bishop may assign.

3. The Coadjutor or Assistant Bishop shall have a seat in the Synod and shall have the right of voting therein as any priest of the Diocese.

4. The Coadjutor Bishop shall, without any further election, immediately succeed as Bishop of the Diocese whenever a vacancy occurs.

` **CANON 13**

THE ARCHDEACON

1. The Bishop may, under hand and seal, after consultation with the Synod Executive, appoint any priest of the Diocese to be Archdeacon of the Diocese at the Bishop's pleasure.

2. The duties of the Archdeacon, subject to the terms of the appointment, shall be to:
   - 2.1 Assist the Bishop in matters and questions affecting the parishes and the Diocese, including finances, personnel, property and program.
   - 2.2 Assist clergy in matters and questions affecting the parishes and the Diocese.
   - 2.3 Represent and assist the Bishop in the exercise of the Bishop's pastoral care and office and at all times to watch, enquire and report whatever may need care and consideration by the Bishop.
   - 2.4 Administer the affairs of the Church within the Diocese during the absence or incapacity of the Bishop, if there be no Coadjutor or Assistant Bishop of the Diocese.
   - 2.5 Maintain a record of and preserve all grants, deeds, leases, conveyances, and other documents relating to land or property of the Diocese; and
   - 2.6 Perform such other duties as may be assigned by the Bishop or the Synod Executive.

3. If there is no Coadjutor or Assistant Bishop or Archdeacon in the Diocese, the Bishop may appoint to serve at pleasure any priest of the Diocese to be Commissary, with such of the duties set out in Section 2 as the Bishop may determine.

CANON 14

DIOCESAN ADMINISTRATOR

1. When the Synod Executive appoints a Diocesan Administrator, in accordance with Chapter 2, Section 9.9.1, the appointee shall:
   - 1.1 Preside over all Diocesan committees of which the Bishop was the Chair;
   - 1.2 Participate in all committees of which the Bishop was a member *ex officio;*
   - 1.3 As required, appoint and license clergy to positions within the Diocese;
   - 1.4 Summon the Synod to meet to elect a successor to the Bishop;
   - 1.5 Preside at the Electoral Synod
     - 1.5.1 The foregoing notwithstanding, the Administrator may ask the Synod Executive to appoint another person to chair the Electoral Synod.
   - 1.6 As soon as conveniently possible after the installation of the Diocesan Bishop, report upon all matters dealt with during the period of administration.

CANON 15

THE CHANCELLOR

1. The Bishop may appoint a Chancellor of the Diocese who shall hold office during the Bishop's pleasure.

2. The Chancellor of the Diocese shall be a communicant of the Anglican Church of Canada and barrister-at-law of at least five years standing.

3. The Chancellor of the Diocese shall be *ex officio* a member of the Synod and the Synod Executive and shall not be eligible to represent any parish as lay delegate or substitute.

4. It shall be the duty of the Chancellor to advise the Synod, the Synod Executive, the Bishop, the Coadjutor Bishop, the Assistant Bishop, the Diocesan Administrator, the Archdeacon, or the Commissary, on legal matters affecting the Diocese.

5. The Bishop may appoint a Vice-Chancellor of the Diocese who shall hold office during the Bishop's pleasure.
   - 5.1 The Vice-Chancellor of the Diocese may, in the absence of the Chancellor, attend meetings of the Synod or the Synod Executive, and perform such other duties as the Chancellor may determine.
   - 5.2 The Vice-Chancellor of the Diocese shall be a communicant of the Anglican Church of Canada and a barrister-at-law of at least five years standing.

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CANON 16

THE SECRETARY OF SYNOD

1. The Bishop shall appoint a Secretary of Synod who shall hold office during the Bishop's pleasure..

2. The Secretary of Synod shall maintain a record of:
   - 2.1 The minutes of the Synod and the Synod Executive.
   - 2.2 The clergy of the Diocese with their academic standing, the respective dates of their admission as deacon or priest, and the different parishes or appointments in which they have served.
   - 2.3 The election or appointment of clergy or laity to any office in the Diocese.
   - 2.4 All letters of Orders, licenses, and other instruments issued from time to time by the Bishop to the clergy of the Diocese.
   - 2.5 Consecration and de-consecration of churches and cemeteries, and
   - 2.6 Lay delegates and substitute lay delegates to Synod.

CANON 17

DIOCESAN ARCHIVIST

1. The Synod shall provide a secure place of deposit for the archival records of the Diocese.

2. The annual Diocesan Budget shall provide funds sufficient to cover the expenses related to the maintenance of the Diocesan archives.

3. The Synod Executive shall appoint for a term of two years, with eligibility for reappointment, a Diocesan Archivist.

4. The duties of the Diocesan Archivist shall be as follows:
   - 4.1 To establish and administer a continuing program for the management of current records created by the officers, committees, and other bodies of the Synod, and in consultation with Diocesan officials, to select non-current records of historical interest for transfer to the Archives;
   - 4.2 To appraise and acquire for purposes of preservation and research, manuscripts, private papers, printed documents, audio-visual materials, and other documentation relating to the history of the Diocese;
   - 4.3 To access, arrange and describe the holdings of the Diocesan Archives according to archival principles, and in the case of composite units of records and private papers, to prepare more detailed finding aids;
   - 4.4 To provide research and reference service for staff of the Diocesan Synod Office;
   - 4.5 To answer telephone, written and verbal enquiries relating to archival holdings and the history of the Diocese;
   - 4.6 To prepare exhibits and present addresses at meetings, and on special occasions, in order to encourage support of the archival program and to promote an interest in Anglican Church History in Western Newfoundland;
   - 4.7 To assist in access to archival records;
   - 4.8 To implement such regulations as may be deemed appropriate;
   - 4.9 To report to the Synod Executive on the services, acquisitions, and activities of the Archives;
   - 4.10 To recommend to the Synod Executive any changes in the established policies or regulations required to improve the overall operations of the Archives;
   - 4.11 To appoint an Assistant Diocesan Archivist and advise the Synod Executive of the appointee.

CANON 18

APPOINTMENT OF CLERGY

1. All clergy appointed to positions within the diocese shall be licensed in accordance with Canon XVII of the Canons of the General Synod of the Anglican Church of Canada.

2. The procedure for the appointment of clergy shall be in accordance with Section 8.1 of Canon 20.

3. Clergy leaving their position shall give a minimum of one month's notice to the Bishop.

4. When a vacancy occurs in a parish clergy position, the parish council shall give the Bishop a description of the qualifications desired in the new incumbent and of the needs of the parish. The Bishop shall advertise the vacancy, and when applications have been received, the parish council shall select one of the following methods for the appointment of the new incumbent:
   - 4.1 Nominate up to three (3) of the applicants to the Bishop;
   - 4.2 Appoint a committee from the parish council to consult with the Bishop on the basis of the job description and needs of the parish;
   - 4.3 Request the Bishop to make an appointment.

5. If more than one clergy person is nominated under the provisions of Section 4.1, the Bishop shall, (in the absence of any canonical reason to the contrary) appoint one of them to the vacant position. If, under the provisions of Section 4.1 of this Canon the Bishop is unable to appoint from the nominees, then the method 4.2 or 4.3 shall be followed. While the appointment is in abeyance, the Bishop may make a temporary appointment.

6. If method 4.2 is followed, the Bishop and the committee, consisting of not less than three (3) nor more than five (5) members, of whom two (2) shall be churchwardens, shall consult and agree on the appointment of a clergy to the vacant position.

7. If within three (3) months of the dte of the vacancy in a parish, either the parish fails to nominate or the committee and the Bishop fail to agree on an appointment, then the Bishop shall appoint to the said parish.

8. No appointment shall be made unless the Bishop is satisfied, in consultation with the Synod Executive, if necessary, that the parish is capable of meeting its financial obligations.

9. Clergy appointed to positions in the Diocese shall be required to sign all declarations prescribed by the Diocese.

CANON 19

DISCIPLINE

1. Preservation of Episcopal Jurisdiction Regarding Discipline:
   - 1.1 It is hereby acknowledged that the Bishop of the Diocese has by virtue of the office of bishop, ecclesiastical jurisdiction, authority and power of discipline over bishops, priests, deacons and lay members of the Anglican Church of Canada within the Diocese or otherwise under the jurisdiction of the Bishop.
   - 1.2 Nothing in this Canon shall be interpreted as impairing, diminishing or affecting in any way the pastoral or disciplinary aspects of the authority and jurisdiction of the Bishop with respect to bishop, priest, deacon or layperson who is a member of the Anglican Church of Canada except only in relation to:
     - 1.2.1 The determination of whether the bishop, priest, deacon, or the layperson has committed an ecclesiastical offense established by this Canon.
     - 1.2.2 The determination of whether a layperson who has been appointed, elected, or commissioned to an office, appointment, or responsibility in a parish, a diocesan synod, a provincial synod, or the general synod, has committed an offense established by this Canon, and
     - 1.2.3 The determination of the penalty appropriate for the commission of an ecclesiastical offense established by this Canon.

2. Initial Disciplinary Jurisdiction:
   - 2.1 Where it has been alleged that a bishop, priest or deacon subject to the jurisdiction of the Bishop of the Diocese or such layperson as is described in Section 4.1.3 to 4.1.5 of this Canon has committed an ecclesiastical offense established by this Canon, the Bishop shall have initial jurisdiction with respect to the determination of whether an ecclesiastical offense has been committed and the penalty for the commission of the offense.
   - 2.2 The Bishop may refer the determination of whether an ecclesiastical offense has been committed or the determination of a penalty, to the Diocesan Court without exercising the initial jurisdiction described in Section 2.1
   - 2.3 The procedures to be used in the exercise by the Bishop of the initial jurisdiction described in this Section shall be subject to the principles set out in Section 12 to 15 of this Canon.

3. Review by the Diocesan Court:
   - 3.1 A person convicted of an ecclesiastical offense by the Bishop may require the determination of the Bishop that an ecclesiastical offense was committed by the person, or the penalty imposed by the Bishop, to be reviewed by the Diocesan Court, which may either confirm or overturn the determination of the Bishop.

3.2 The Synod Executive, on its own motion or on the petition of the person or persons who made the allegations of an ecclesiastical offense which was tried by the Bishop may require the determination of the Bishop that an ecclesiastical offense was committed, or the penalty imposed by the Bishop, to be reviewed by the Diocesan Court, which may either confirm or overturn the determination of the Bishop.

3.3 Where a review by the Diocesan Court pursuant to this section is of a determination by the Bishop that an ecclesiastical offense has been committed, the review shall be conducted as if it were an original trial held in the Court.

3.4 Where a review by the Diocesan Court pursuant to this Section is of a determination by the Bishop of the penalty appropriate for the commission of an ecclesiastical offense, the Court shall consider only evidence relevant to the question of the appropriate penalty.

4. The Diocesan Court:

4.1 The Diocesan Court shall have ecclesiastical jurisdiction with respect to the discipline of:

4.1.1 Priests and deacons who carry out their ministry in the Diocese and who are registered on the register of the Diocese, for any ecclesiastical offense, wherever committed;

4.1.2 Subject to Section 14, priests and deacons of the Anglican Church of Canada not registered on the register of the Diocese, in respect of any ecclesiastical offense committed in the Diocese;

4.1.3 Lay persons who have been appointed, elected, or commissioned to an office, appointment, or responsibility in a parish of the diocese or the Diocesan Synod, for any ecclesiastical offense which they commit in the diocese;

4.1.4 Lay persons who have been appointed, elected, or commissioned to an office, appointment, or responsibility in a provincial synod or the General Synod for any ecclesiastical offense which they may commit in the diocese, and

4.1.5 Priests, deacons, and laypersons of any other Diocese when a direction is made pursuant to Section 15 of this Canon.

4.2 The person charged with an offense to be tried before the Diocesan Court or the person convicted of an offense to be reviewed by a Diocesan Court may elect to have the members of the Diocesan Court determined in accordance with either Sections 4.3.1 $ 4.3.2 or 4.3.3 &4.3.4 of this Canon. If the person charged or convicted fails to make this election within fourteen (14) days of being requested to do so by the Bishop, the members of the Diocesan Court shall be determined in accordance with Sections 4.3.1 & 4.3.2 of this Canon.

4.3 Composition of the Diocesan Court:

4.3.1 The Bishop shall nominate twelve (12) clergy of the Diocese and nine (9) lay members of the Synod willing to serve on the Diocesan Court and not party to the charge or review in question. The person charged or convicted shall select four (4) of the said clergy and three (3) of the lay members and shall notify the Bishop of his/her selection within fourteen (14) days of service on the person charged or convicted, of the Bishop's list of nominees, and the persons so selected by the person charged or convicted shall be members of the Diocesan Court for the said trial or review.

4.3.2 If the person charged or convicted fails to select as set out in Section 4.3.1, then the Bishop shall select four (4) of the said clergy and three (3) of the said lay members, and the persons so selected shall be the members of the Diocesan Court for the said trial or review.

4.3.3 A panel of twelve (12) clergy of the Diocese and nine (9) lay members of the Synod shall be drawn by the Secretary of Synod from boxes containing respectively the names of all clergy of the diocese and all lay members of the Synod willing to serve on the Diocesan Court and not party to the charge or review in question.

4.3.4 The person charged or convicted shall be entitled to strike off four (4) clergy and three (3) lay members, and the Bishop shall be entitled to strike of four (4) other clergy and three (3) other lay members from each panel described in Section 4.3.3, and those remaining shall be members of the Diocesan Court for the said trial or review.

4.4 The members of a Diocesan Court, selected in accordance with Sections 4.3.1 & 4.3.2 or 4.3.3 & 4.3.4 shall elect one of the clergy members of the court as the President of the court.

4.5 A decision of the Diocesan Court shall require the approval of a majority of the members of that court.

5. Disciplinary Action Regarding Offenses:

All persons who are subject to ecclesiastical jurisdiction in the Church shall be liable to discipline for any of the following offenses:

5.1 Conviction of an indictable offense;

5.2 Immorality;

5.3 Disobedience to the Bishop to whom such person has sworn allegiance;

5.4 Violation of any lawful Constitution or Canon of the Church, whether of the Diocese, the Province of Canada, or the General Synod;

5.5 Wilful or habitual neglect of the exercise of the ministry of the person without cause;

5.6 Wilful and habitual neglect of the duties of any office or position of trust to which the person has been appointed or elected;

5.7 Teaching or advocating doctrine contrary to those accepted by the Anglican Church of Canada, and

5.8 Contemptuous or disrespectful conduct towards the Bishop of the Diocese in matters pertaining to the administration of the affairs of the Diocese or a Parish.

6. Penalties Generally:
   When it has been determined that a person has committed an ecclesiastical offense, the following penalties may be imposed against the prson:
   6.1 Admonition;
   6.2 Suspension from the exercise of ministry or office;
   6.3 Deprivation of office or ministry, and
   6.4 Deposition from the exercise of ministry, if the person is ordained.

7. Admonition:
   7.1 Admonition shall be delivered by the Bishop or the President of the Court which shall have determined the penalty, as the case may be.
   7.2 Admonition may be in public or private as the Bishop or the President delivering it may determine.

8. Suspension:
   8.1 When a penalty of suspension is imposed, the Bishop or Court imposing it shall fix the duration of m the suspension and may impose such other conditions on the suspension as are considered appropriate.
   8.2 During the term of a suspension, the person suspended from the exercise of ministry from office shall not exercise the function of his or her ministry anywhere in Canada.
   8.3 If a person suspended from the exercise of ministry exercises his or her ministry contrary to Section 8.2 hereof, or otherwise violates conditions of the suspension, the Bishop or Court, which imposed the penalty, may, after a further hearing, impose the penalty of deprivation of office.
   8.4 During the term of a suspension, the Bishop may deprive the suspended person of the whole or part of any stipend, income, or emoluments associated with the ministry or office from which the person stands suspended and may authorize the application of the whole or part of such stipend, income or emoluments to the payment of a substitute.

9. Deprivation:
    9.1 Upon the penalty of deprivation of office or ministry being pronounced, the connection between the person deprived and his or her parish, mission, congregation, the Diocese or office, is severed and all revenues to which the person was entitled by virtue of the office or ministry shall wholly cease and determine.
    9.2 A person who has been deprived of office or ministry shall be incapable of holding any office or performing any function in any diocese in the Anglican Church of Canada until restore pursuant to subsection 9.3 hereof.
    9.3 Any person so deprived shall be and remain deprived until restored by the Bishop.
    9.4 Restoration pursuant to section 9.3 may be to any office or ministry in the Diocese, whether or not it is to the specific office from which the person was deprived.

10. Deposition:
    10.1 The penalty of deposition shall include all the consequences of deprivation at the same time will have the same effect as if the person had relinquished the exercise of the ordained ministry pursuant to Canon XIX of the Canons of the General Synod of the Anglican Church of Canada.

11. Notices:
    11.1 Where the penalty of suspension is imposed, the court shall cause notice thereof to be given to all clergy of the Diocese and all Bishops of the Anglican Church of Canada.
    11.2 Where a penalty of deprivation of office or ministry or of deposition is imposed, the Court shall cause notice thereof to be given to all the clergy of the Diocese, all Bishops of the Anglican Church of Canada and all Metropolitans of the Anglican Communion.

12. Fundamental Principles of Natural Justice:
    12.1 All trials of persons charged with offenses under the Canon shall be conducted according to the principles of natural justice.
    12.2 Without limiting the generality of the foregoing section, all persons tried for offenses under the Canon are entitled to be:
        12.2.1 Given full and complete written notice of the charge against them and the particulars of the charge.
        12.2.2 Presumed innocent until the commission of the offense by them is proved on a balance of probability.
        12.2.3 Heard in their own defense.
        12.2.4 Represented in their defense by counsel of their own choice.

12.2.5 Present, accompanied by their counsel, when any evidence or argument concerning the allegations against them is received by the Bishop or Court inquiring into the charges.

12.2.6 Given the opportunity to cross-examine or have their counsel cross-examine under oath, witnesses who have given evidence against them.

12.2.7 Tried by persons who are not biased against them, and

12.2.8 Tried within a reasonable time.

12.3 No person tried for an offense under this Canon is required to give evidence to the proceedings.

12.4 Disciplinary proceedings arising out of the alleged commission of an offense under this Canon shall be commenced within

12.4.1 Twelve (12) months from the date of the alleged offense in the case of offenses under Section 5.1, 5.3, 5.7, and 5.8, and

12.4.2 Twelve (12) months from the time when the facts giving rise to the

12.4.3 charges became publicly known in the case of an offense under Section 5.2.

12.5 No proceedings shall be taken in respect of an alleged offense under section 5.5 or 5.6 unless six (6) months notice of intent to take proceedings have been given to the bishop, priest or deacon, against whom it is intended proceedings will be taken.

12.6 Disciplinary proceedings arising out of the alleged commission of an offense under Section 5.5 or 5.6 shall be commenced within twelve (12) months of the date of the notice of intent given, pursuant to Section 12.5.

12.7 All persons found to have committed an offense under this Canon are entitled to have the penalty imposed against them within thirty (30) days of the determination that they committed an offense, subject to a stay of the imposition of a penalty in the event of an appeal.

12.8 No person who has been acquitted of an offense under this Canon may be tried for the same offense a second time.

12.9 No person who has been found guilty of and punished for an offense under this Canon may be tried or punished for the same offense again.

13. Inhibition:

13.1 If it appears to the Bishop that great scandal is likely to arise if a priest, deacon, or lay person continues to perform the duties of his or her office while a charge is under investigation or trial and that the person's ministry will be seriously impaired while a charge is pending, the Bishop may inhibit the person charged from performing any of the duties of his or her office, either in the diocese or elsewhere, pending such investigation or until the Bishop withdraws the inhibition, or until the end of the trial.

13.2 During such inhibition the person inhibited shall not be deprived of the stipend, income, or emoluments associated with the person's office.

14. Priest or Deacon from another Diocese:
    14.1 In the case of an offense being alleged against a priest or deacon who is not on the register of the Diocese, but who is on the register of another Diocese, for an offense alleged to have been committed in the Diocese, proceedings with respect to such an offense shall not be instituted until notice of the allegation has been given to the Bishop of the Diocese in which the priest or deacon is registered and that Bishop has given consent for proceedings to be instituted by the Bishop of the Diocese.
    14.2 A Bishop who receives a notice under Section 14.1 shall forthwith respond either by consenting or refusing consent to the institution of proceedings in the diocese from which the notice was received.
    14.3 When the Bishop consents, proceedings shall be taken in the Diocese in which the allegation has been made.
    14.4 Where the Bishop refuses consent, within six (6) moths of receipt of notice pursuant to Section 14.1 hereof, proceedings with respect to the alleged offense shall be instituted in accordance with the Canons of the Diocese.

15. Transfer of Jurisdiction:
    15.1 On the application of a person charged with an offense under this Canon to the President of the Diocesan Court, that ecclesiastical jurisdiction may be transferred to another court, where it appears to the president of the court to which the application is made that such transfer is necessary to ensure that the fundamental principles of natural justice are respected and where the court to which the transfer is to be made consents to the transfer, the transfer may be made to another Diocesan Court with the Province of Canada.

16. Rights of Appeal to Disciplinary Proceedings:
    16.1 An appeal to the Provincial Court of Appeal may be taken from any judgement or order of the Diocesan Court or the President thereof.
    16.2 An appeal to the Supreme Court of Appeal of the Anglican Church of Canada may be taken from a judgement or order of the Diocesan Court or the President thereof, or the Provincial Court of Appeal or the President thereof, in circumstances and pursuant to the procedures established by Canon XX of the General Synod of the Anglican Church of Canada.
    16.3 All appeals shall be commenced according to the procedure of the court to which the appeal is to be made within thirty (30) days of the date of pronouncement of the judgement or order appealed from.

17. General Synod Canon XVII:

17.1 The Canon of the General Synod of the Anglican Church of Canada enumerated and titled “Canon XVIII/Discipline”, the application of which to the Ecclesiastical Province of Canada is particularly accepted by the Province’s canon enumerated and titled “Canon VI/Canons of the General Synod”, is adopted and in full force and effect in the Diocese.

17.2 In the event of any inconsistency between *The Constitution and Canons* of the Synod, and Canon XVIII referred to in sub-section 1, Canon XVIII prevails to the extent of the inconsistency.

CANON 20
JOINT COMMITTEE

Preamble: All the affairs of the Diocese provided for in this Canon on the Joint Committee established and maintained jointly by the three dioceses of Eastern Newfoundland and Labrador, Central Newfoundland, and Western Newfoundland, shall be governed by the said 'Canon' as if the same were a Canon enacted hereunder and the provisions of the said Canon shall in respect hereof prevail over all other provisions of this Constitution.

1. The three dioceses of Eastern Newfoundland and Labrador, Central Newfoundland, and Western Newfoundland acknowledge that they share a common Anglican heritage and responsibility within the boundaries of the civil province and a common loyalty as integral parts of the Anglican Church of Canada and of the Anglican Communion. They desire to develop this heritage and express this loyalty by a close collaboration in important aspect of Diocesan life; and each Diocese willingly commits itself to accept a Joint Committee as part of its structure, in order to express this common life in the Body of Christ.

2. Enactment, amendment, or repeal of any part of this Canon may be made effective by a majority vote in the Synod of each of the three dioceses, notice of motion to enact, amend, or repeal, having been given in writing to the appropriate Executive Committee at least thirty (30) days before the Synod session begins, by a proposer and a seconder who are members of Synod or from Joint Committee.

3. Purpose of the Joint Committee shall be to recommend policy in matters of mutual concern such as administration, program development and supervision,. In any matter of mutual concern the Committee will speak on behalf of the three dioceses through the Senior Bishop.

4. The membership of the Joint Committee shall be:
   - 4.1 The Diocesan Bishops
   - 4.2 One clergy person from each Diocese elected by its Synod for a two year term (who will be *ex officio* a member of the Executive Committee of the Synod)
   - 4.3 Two lay persons from each Diocese elected by its Synod for a two year vterm (who shall be *ex officio* a member of the Executive Committee of the Synod)
   - 4.4 One staff person appointed by each Diocesan Executive Committee from each Diocesan Synod Office
   - 4.5 There shall be substitutes to the clerical and lay members who shall be elected by the Synods and who may attend meetings in the absence of regular members. The Bishop's Commissary shall be entitled to be a substitute for the Bishop at any meeting where the Bishop is unable to attend.
   - 4.6 Elected members are eligible for re-election for one successive two year term.

5. The Joint Committee shall elect a Chairperson, Vice-Chairperson, and Secretary, who shall hold office for two years.
    5.1 Every member is eligible for election to these offices
    5.2 Officers are eligible for re-election for one successive two year term.

6. The Joint Committee shall meet at least once each year.

7. The Joint Committee shall be responsible for:
    7.1 Providing a forum for the exchange of ideas among the three dioc4eses on matters affecting the life of the church.
    7.2 Developing and implementing a policy for recruitment and training for ministry in the three dioceses.
    7.3 Ensuring the mobility of the clergy in the three dioceses and implementing a policy for the appointment of clergy as provided in Clause 8.1 of this Canon.
    7.4 Implementing policy for the payment of clergy as provided for in Clause 8.2 of this Canon.
    7.5 Developing policy for the use of personnel who may be shared for work in the three dioceses.
    7.6 Maintaining general oversight of ant tri-diocesan office which may be established from time to time.
    7.7 Maintaining a continuing concern for the effective operation of Queen's College in keeping with the Act of Incorporation of Queen's College, and to recommend changes in policy if and when considered necessary.
    7.8 Maintaining a continuing concern for the effective operation of the Anglican Charitable Foundation for Children in keeping with the Memorandum of Association of the Anglican Charitable Foundation for Children, and to recommend changes in policy if and when considered necessary.
    7.9 Setting up and maintaining policy guidelines for the publication of the Tri-Diocesan Church Newspaper.
    7.10 Setting up a Joint Investments Committee, representative of the Synods of the three dioceses.
    7.11 Fulfilling other responsibilities which the Synods of the three dioceses or their Executive Committees may assign to it.

8. Policy:
    8.1 Procedure when an incumbency or any clerical staff position is vacant:
        8.1.1 The Bishop shall inform all clergy in the three dioceses of the vacancy.
        8.1.2 Any clergy person may notify the Bishop of his/her interest in the incumbency or clerical staff position.
        8.1.3 All applications from the three dioceses shall receive equal consideration.
        8.1.4 Without limiting the generality of the foregoing the Bishop may invite applications from outside the three dioceses.

8.1.5 The appointment will be made by the Bishop after any other requirements of the Canons of his/her diocese are fulfilled and after consultation with the other two bishops.

8.2 Procedure for ensuring common scale of clergy stipends and allowances:

8.2.1 After consultation with the Executive Committee of the three dioceses, the Joint Committee shall annually fix a scale of stipend for the clergy and a scale of travelling and moving allowances.

8.2.2 Each Diocese shall accept these scales as the minimum to be paid to its clergy.